



King County

Department of Development and Environmental Services
Land Use Services Division
900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

Plat Alteration Submittal Instructions

Alternative formats available
upon request

*Submit the information requested below to the
Land Use Counter of the Land Use Services Division*

1. **Provide 4 copies of an application letter requesting the alteration.** The letter should outline and describe all proposed alterations to the recorded plat, providing sufficient information for evaluation of the proposal. The letter must contain "signatures of a majority of the persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered." (RCW 58.17.215, see also King County Code 19.39.010-070; King County Ordinance No. 9544, Section 6, Subsection 1).
2. **Provide 4 copies of the conditions, covenants, and restrictions (CCRs) for the plat.** If the proposed alteration violates any of the existing CCRs for the plat, then the submittal "shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof." (RCW 58.17.215, see also King County Code 19.39.010-070; King County Ordinance No. 9544, Section 6, Subsection 2).
3. **Include 10 copies of the recorded plat.** Prints of recorded plats may be obtained from Map Counter, King County Department of Public Works, Room 900, King County Administration Building, Seattle, Washington 206-296-6548.
4. **Provide 10 copies of the proposed plat alteration.** Additional copies may be requested if a hearing is required. Proposed alterations should be clearly indicated on each page. The drawings must show both the plat as recorded and the plat as proposed in the alteration.
5. **Submit 17 copies of a completed Environmental Checklist.** All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "n/a" (not applicable). Additional sheets may be used if desired. The Environmental Checklist must be signed and dated.

Check out the DDES Web site at www.metrokc.gov/ddes

6. **Submit 1 set of current Assessor's maps of the plat subject to the proposed alteration.** Include adjoining properties under the same ownership as the subject property. The map(s) must cover all properties within 300 feet of the subject property and within 300 feet of parcels with adjoining ownership. Outline the boundaries of the proposed subdivision in red. Outline parcels with adjoining ownership in yellow. If Assessor's maps are stamped "see enlargement," include the enlargement copy with your application. Prints of Assessor's maps must be ordered from the Map Counter, King County Department of Public Works, Room 900, King County Administration Building, Seattle, Washington 206-296-6548.
7. **Submit 3 copies of a vicinity map of the proposal.** The location of the proposal must be indicated on the vicinity map. The vicinity map must fit on an 8-1/2" x 14" sheet.
8. **Applicant Status Form.** One copy.
9. **You may submit any additional information** (i.e., sketches, engineering reports, petitions, photographs, etc.) which you believe will justify, clarify, or explain your request or will assist in assessing the potential environmental impact of granting your request. The Land Use Services Division or the Zoning and Subdivision Examiner may at any time request additional information or studies for these purposes. Provide 8 copies of any additional information.

Check out the DDES Web site at www.metrokc.gov/ddes

PLAT ALTERATION INTAKE CHECKLIST

Date: _____ Technician: _____

Plat Name: _____

Project Number: _____

Activity Number: _____

_____ Fee

_____ 4 copies of an application letter requesting alteration

_____ Letter outlines and describes the proposed alteration, providing sufficient information to evaluate the proposal.

_____ Letter contains "signatures of a majority of the persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered." (RCW 58.17.215, see also King County Code No. 19.38.010-070.

_____ 4 copies of the conditions, covenants, and restrictions (CCR's) for the plat

_____ Does the proposed amendment violate any of the CCR's?
_____ yes _____ no _____ needs further review

_____ If yes, then the submittal "shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration" (RCW 58.17.215, see also King County Code No. 19.38.010-070.)

_____ 10 copies of the recorded plat

_____ 10 copies of the proposed alteration (more copies may be required if a hearing is necessary). Proposed alterations should be clearly indicated on each page. The drawings must show both the plat as recorded and the plat as proposed in the alteration.

_____ 17 copies of a signed, dated Environmental Checklist

_____ A copy of the assessor's map which includes the subject property outlined in red, any adjacent parcels having the same ownership as the subject parcel outlined in yellow, and maps covering parcels within 300 feet of the subject property and adjoining ownership parcels

_____ 3 copies of the vicinity map with the site location indicated

_____ Field check required? _____ yes _____ no

_____ 300-foot radius prepared

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